

STANDARD FORM 120  
REV. APRIL 1957  
Gen. Serv. Admin.  
FPMR (41 CFR) 101-43.311

**REPORT OF  
EXCESS PERSONAL  
PROPERTY**

1. REPORT NO.

2. DATE MAILED

3. TOTAL COST

4. TYPE OF  
REPORT

(Check one only of  
"a," "b," "c," or "d")

☐  
☐

a. ORIGINAL

b. CORRECTED

☐  
☐

c. PARTIAL W/D

d. TOTAL W/D

(Also check "e" and/or "f" if  
appropriate)

☐  
☐

e. OVERSEAS

f. CONTRACTOR INV.

5. TO (Name and Address of Agency to which report is made) THRU

6. APPROP. OR FUND TO BE REIMBURSED (If any)

7. FROM (Name and Address of Reporting Agency)

8. REPORT APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

10. AGENCY APPROVAL (If applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

12. GSA CONTROL NO.

13. FSC GROUP  
NO.

14. LOCATION OF PROPERTY (If location is to be abandoned give date)

15. REIM/REQD

YES

NO

16. AGENCY CONTROL  
NO.

17. SURPLUS RELEASE DATE

## 18. EXCESS PROPERTY LIST

COND.

UNIT

NUMBER  
OF UNITS

## ACQUISITION COST

PER UNIT  
(f)TOTAL  
(g)FAIR VALUE %  
(h)ITEM  
NO.  
(a)DESCRIPTION  
(b)

(c)

(d)

(e)

(f)

(g)

(h)